



CLASSIFICATION NO. 502  
Established: 1/19  
FLSA: Exempt  
EEO: 2

## **FACILITIES CONSTRUCTION MANAGER**

### **CLASS CHARACTERISTICS**

Under direction, to oversee and coordinate construction activities and project contract management for the division; to coordinate long-range planning and accomplishment for major capital projects and improvements; to manage assigned staff; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Facilities Management Division, within the Department of Finance, is responsible for the maintenance, inspection, repair, remodeling, and the monitoring of service contractors for all required facilities services and all County-owned, leased, and assigned facilities.

The Facilities Construction Manager is responsible for the oversight and coordination of all construction activities and project contract management for the division to ensure consistency, code compliance, cost efficiency and completion of all projects on time and at or under budget. The incumbent will coordinate long-range planning and accomplishment for major capital projects and improvements; and be the liaison for Federal, State and local government and regulatory agencies.

The Facilities Construction Manager differs from the Facilities Construction Supervisor, which provides day-to-day supervision of building improvement and construction projects, but does not have full responsibility for oversight of all construction activities and long-range planning and accomplishment for capital improvement projects for the division. It also differs from limited-term Project Manager assignments where incumbents are responsible for engineering and architectural services involving large-scale construction projects.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Oversees and coordinates construction activities for the division; monitors compliance with construction drawings, schedules and budgeted costs; conducts pre-construction and construction meetings; monitors quality control and inspection processes; administers payment and change orders within County policies; prepares facilities for occupancy.
2. Hires and directs staff to provide quality service to citizens and advisory boards; prepares performance evaluations; recommends and administers progressive discipline; conducts, coordinates and/or facilitates staff training and development programs; promotes cooperative team efforts among staff, division personnel and with other County departments.

3. Oversees project contract management for the division; evaluates bids and proposals and recommends the award of service and/or supply contracts to contractors/suppliers; negotiates and approves change orders; inspects completed work; documents final project punch lists; resolves issues, approves payments and ensures the delivery of project warranties, operation manuals, and provides for equipment and system operator training where required; ensures documentation including meeting Bureau of Labor and Industries Wage Rate requirements.
4. Assists other County departments with projects; updates and maintains central Facilities Management building plans and drawing files; evaluates and develops recommendations for purchasing equipment and machinery based on efficiency and quality of service for the County's needs.
5. Develops project definitions and scopes, including management plan for project organization and staffing; confers with consultants, advisory groups and County management to prepare overall project schedule, budget and cost control systems; develops and maintains project reporting system.
6. Coordinates long-range planning and accomplishment for major capital projects and improvements for the division; facilitates, monitors and coordinates review and input on facility design; serves as liaison to design team, County staff, Board of County Commissioners, citizen advisory committees and community groups.
7. Participates in the preparation, coordination, review and negotiation of contracts for professional, technical, consulting, construction and other services; monitors and coordinates contractor activities for compliance with contract provisions, budgets and schedules; reviews and approves expenditures for compliance with contract terms and County policies.
8. Plans, develops, implements and administers programs for space planning and development, construction and remodeling.
9. Promotes positive public, intergovernmental and media relations; represents project or program at public, department and commission meetings; acts as liaison with Federal, State, and local governments and regulatory agencies.
10. Provides operational direction to staff when the Facilities Management Division Director has scheduled or unexpected absences.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of construction project management for projects that are at least \$1 million in scope, remodeling, and equipment installation; construction/renovation cost estimating; long-range planning, development and management of major capital projects; general government purchasing and contracting procedures; construction project budgeting, cost control, and reporting; engineering and architectural terms applicable to facilities construction, remodeling and renovation; mechanical, electrical, and structural schematics and blueprints interpretation; general methods, practices and techniques of structural, plumbing and mechanical maintenance; materials, tools and equipment commonly used in the construction, remodeling, renovation, and maintenance of commercial structures; capital grant funding concepts; supervision, staff safety and participative management, group

facilitation, team building and conflict resolution skills; codes, regulations and laws pertaining to construction, ADA (American Disabilities Act), OSHA (Occupational Safety Health Administration) guidelines, hazardous materials, wage/hour requirements, and procurement; basic math; record keeping techniques; computer use; public and customer service techniques.

Skill to: Plan and establish facilities management goals and objectives; develop, implement and evaluate a variety of facilities management policies, service programs and systems; analyze facilities management trends; plan and prepare cost estimates; organize, coordinate and supervise construction, remodeling and equipment installation projects; manage a wide variety of specialty skilled contractors, professional consultants, County staff and material vendors; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team decision making to improve quality, productivity and effectiveness; define issues, analyze information and problems, evaluate alternatives and develop recommendations; read, understand and interpret facility construction plans, specifications and other contract documents; manage public procurement and contracting processes, schedule and evaluate service work performed, and resolve disputes; review contracts for compliance with County policies and legal requirements; monitor and control budget expenditures; perform technical research and solve difficult construction problems; complete and maintain accurate records; facilitate consensus building and problem solving; develop and justify budget requests and grant proposals; monitor and control expenditures according to the approved budget; read and understand building plans and specifications; plan, develop and implement applicable policies and procedures; establish and maintain effective working relationships with County personnel, contractors, consultants, vendors, suppliers, and the general public; communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups; maintain accurate records and systems; write concise reports and recommendations; multitask a variety of assignments by effectively prioritizing and scheduling multiple construction and renovation projects; monitor and advocate high ethical standards in the public construction and renovation process.

### **WORKING CONDITIONS**

Duties require frequent walking, climbing, bending, kneeling and the ability to lift and carry objects. Incumbent is exposed to wind, rain, snow, dust, fumes and other irritants.

Within Finance Department's Facilities Management Division, duties require squatting, kneeling, bending, twisting, balancing, climbing, fine motor control, and the ability to lift and carry up to 75 pounds, and push/pull 100 pounds. Duties involve frequent exposure to confined spaces, loud noises, slippery and/or uneven surfaces, working at heights, and adverse weather conditions.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of eight (8) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

## **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Employment may be contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in accordance with State and Federal legislation.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.